

Responsible Office: Code ID/Assessments and Technology Division
Subject: Recommendations for Military Decorations for Military Detailees to NASA



Office of External Relations

Office Work Instruction

Recommendations for Military Decorations for Military Detailees to NASA

Approved by: _____
John D. Schumacher
Associate Administrator for
External Relations

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DOCUMENT HISTORY LOG

<u>Status</u> <u>(Baseline/</u> <u>Revision/</u> <u>Canceled)</u>	<u>Document</u> <u>Revision</u>	<u>Effective</u> <u>Date</u>	<u>Description</u>
Baseline		01/11/00	
Revision	A	4/26/00	Revisions reflect review of HOWIs to address Pre-Assessment Audit of Feb 2000, as follows: (1) Add definition to section 3, (2) Correct technical errors in flowchart, (3) Revise steps in section 6 to improve congruence with the flow chart, (4) Correct errors in identification of quality records in section 7.

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1. Purpose

The purpose of this procedure is to establish and define the steps to be taken when the Office of External Relations receives a recommendation for a military award as specified in Reference 4.1 below.

2. Scope and Applicability

- 2.1 This OWI covers the processing performed in the Assessments and Technology Division, Code ID, of recommendations for military awards and decorations for military personnel engaged in NASA-related activities. This process is managed by the Manager for Defense Affairs in Code ID
- 2.2 It applies to recommendations for military personnel assigned to NASA Headquarters and NASA centers.

3. Definitions

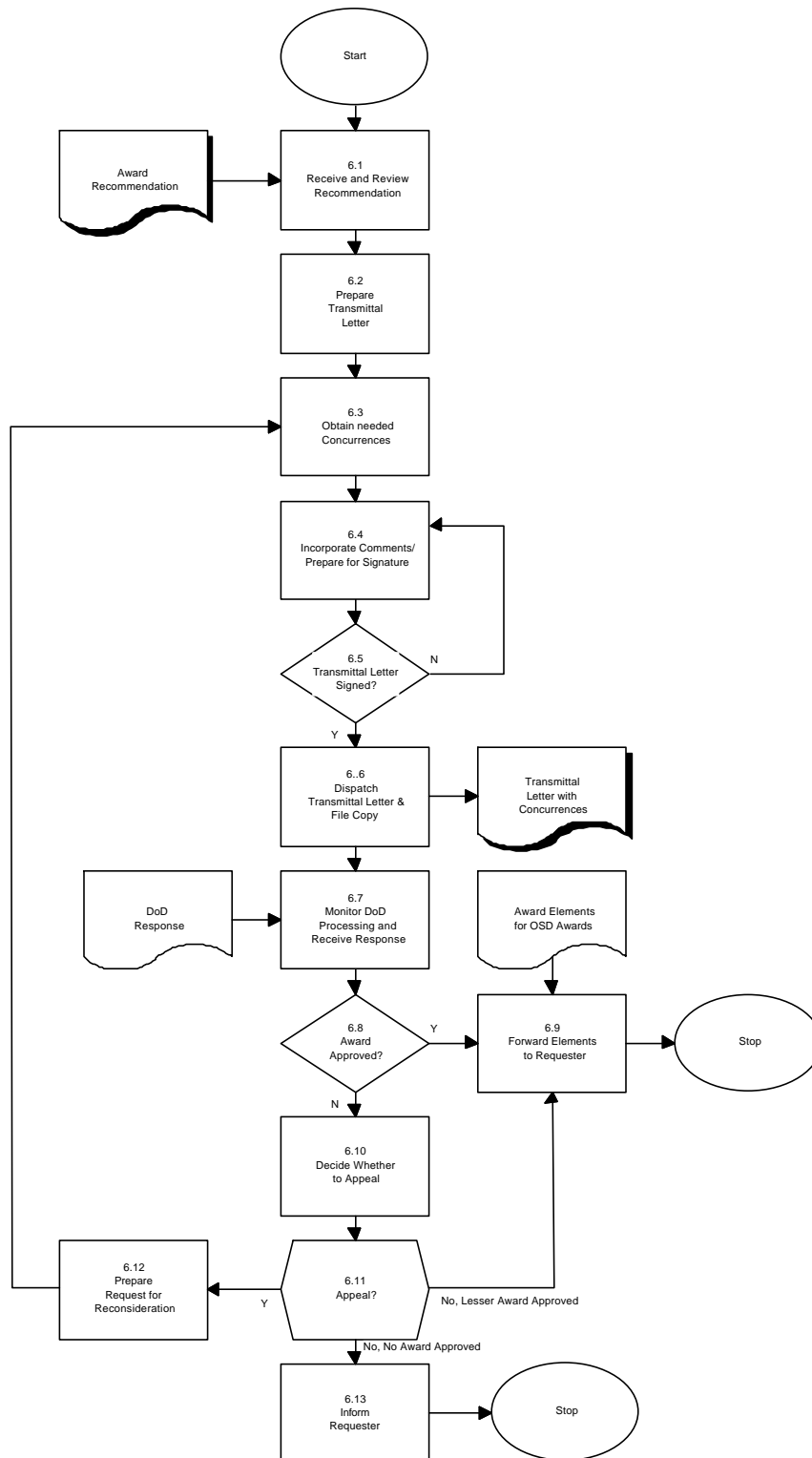
- 3.1 DD. Division Director of the Assessments and Technology Division.
- 3.2 DoD. Department of Defense.
- 3.3 OSD. Office of the Secretary of Defense.
- 3.3 Award Elements. The award citation, certificate, and medal presented to the individual after an award is approved.

4. References

- 4.1 NPD 3280.8, Recommendations for Military Awards and Decorations to Military Personnel Assigned to NASA

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5. Flowchart



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6. Procedure

Step	Actionee	Action
6.1	Manager for Defense Affairs	This procedure starts when an award recommendation is received in Code ID from a center director or Headquarters associate administrator. An initial review is performed to make sure the recommendation includes the information needed by the organization within DoD that has approval authority for the award requested. If not, ask the organization recommending the award to supply the missing information.
6.2	Manager for Defense Affairs	Prepare a letter transmitting the award recommendation to the appropriate office within DoD. This is OSD for awards approved by the Secretary of Defense. For other awards it is the individual's parent service.
6.3	Manager for Defense Affairs	Obtain the concurrence of appropriate headquarters offices on the transmittal letter. As a minimum, this includes the code responsible for institutional management of the NASA location where the individual is assigned. Other concurrences may be required, to be determined on a case-by-case basis. In the unusual event that a disagreement arises during the concurrence process, work to resolved it with the organizations concerned.
6.4	Manager for Defense Affairs DD	Incorporate needed changes suggested while obtaining concurrences. Sign the transmittal letter.
6.5	Manager for Defense Affairs	If the Division Director decides not to sign the transmittal letter go to Step 6.4. Otherwise go to Step 6.6.
6.6	Manager for Defense Affairs	Dispatch the transmittal letter and award recommendation to either OSD or the individual's service, as appropriate. Copies of the transmittal letter and associated concurrences are filed with the award recommendation in Code ID.

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6.7	Manager for Defense Affairs	Keep track of how long a recommendation is in DoD for processing. If NASA has not been notified of a decision within four months, follow-up with the approving organization to make sure the recommendation is being processed correctly. OSD notifies Code ID by telephone when a decision is made. The services usually notify the individual's NASA organization directly.
6.8	Manager for Defense Affairs	If the recommended award is approved, go to Step 6.9. If the recommendation is not approved, or a lesser award is granted, go to Step 6.10.
6.9	Manager for Defense Affairs	Receive the award elements for OSD awards and mail to the individual's organization. Award elements for service awards are mailed by the service directly to the individual's organization.
6.10	Manager for Defense Affairs	Discuss the situation with the recommending organization and appropriate headquarters offices to decide whether to appeal the decision.
6.11	Manager for Defense Affairs	If the decision is to appeal go to Step 6.12. If the decision is to not appeal and the approving authority approved a lesser award, go to Step 6.9. If the decision is to not appeal and no award was approved, go to Step 6.13.
6.12	Manager for Defense Affairs	Prepare a transmittal letter requesting reconsideration of the approving authority's decision. Go to Step 6.3.
6.13	Manager for Defense Affairs	Inform the requesting organization by telephone or email that DoD has denied the award recommendation.

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1)	Retention/ Disposition
Award Recommendation	ID	ID Files	Hard Copy	Schedule 3, Item 19	Retained on site for at least two years. Not authorized for disposal at this time.
Transmittal Letter with concurrences	ID	ID Files	Hard Copy	Schedule 3, Item 19	Retained on site for at least two years. Not authorized for disposal at this time.